

**WORKFORCE DEVELOPMENT BOARD
ECONOMIC DEVELOPMENT BUSINESS RESOURCE
COMMITTEE MEETING**

WEDNESDAY, OCTOBER 12, 2022 AT 8:30 AM – 10:00 AM

At this time, the Workforce Development Board (Board) is continuing to hold Board and Committee meetings to conduct essential business pursuant to California Government Code section 54953(e). Members of the public are encouraged to watch and participate electronically.

Topic: WDB EDBR Committee Meeting
Time: Oct 12, 2022 08:30 AM Pacific Time (US and Canada)

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This agenda contains a brief description of each item of business to be considered at today's meeting. In accordance with the Brown Act, this meeting agenda are posted at least 72 hours prior to the regularly scheduled meeting on the Workforce Development Board website and on the official Workforce Development Board Bulletin Board outside of the Workforce Development Department Administration Office at 290 North D Street, 6th Floor, San Bernardino, CA 92415. The agenda, its supporting documents and all writings received by the Committee related to these items are public records and available for review on the website or **by emailing the Executive Secretary to the Board at Devra.Bell@wdd.sbcounty.gov prior to, or after, the meetings.**

The agenda and its supporting documents can be viewed online at www.sbcounty.gov/workforce. However, the online agenda may not include all available supporting documents nor the most current version of documents. Items listed on the Consent Calendar are expected to be routine and non-controversial and, unless the Committee directs that an item be held for further discussion, the entire Consent Calendar will be acted upon as the first item of business on the Discussion Calendar. Members of the public may address the Committee on any item on the agenda and on any matter that is within the Committee's jurisdiction.

To address the Committee regarding an item that is on the agenda, please "Raise Hand" in the Zoom meeting as follows:

- To raise your hand in Zoom's desktop app, click the "Reactions" button and then select "Raise Hand" button.
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After raising your hand, the Executive Secretary to the Committee will unmute your account and you will have up to three minutes to address the Committee.

Conflict of Interest Advisement

WDB members please be advised: If an item on the Agenda relates to the provision of services by you, your immediate family, the entity you represent, or any person who has made \$250 in campaign contributions to you during the last twelve months, or if approval or disapproval of an Agenda item would have a foreseeable material effect on an economic interest of you, your immediate family, or the entity you represent, **then please follow these procedures:**

"When the Agenda item is first introduced, please immediately announce that you are recusing yourself from participating in the agenda item, and then refrain from discussing, voting on, or otherwise influencing the Committee's consideration of the Agenda item."

**WORKFORCE DEVELOPMENT BOARD
ECONOMIC DEVELOPMENT BUSINESS RESOURCE COMMITTEE**

AGENDA

WEDNESDAY, OCTOBER 12, 2022 AT 8:30AM-10:00AM

OPENING

- 1) Call Meeting to Order
- 2) Pledge of Allegiance
- 3) Introductions

PUBLIC COMMENT

- 4) Comments from the General Public in Attendance

CONSENT AGENDA

- 5) Approval of Minutes from April 20, 2022 Economic Development Business Resource Committee Meeting
- 6) Approval of Minutes from July 13, 2022 Economic Development Business Resource Committee Meeting

WORKSHOP

- 7) Business Services Outreach Support Updates

DISCUSSION

- 8) Review Economic Development Business Resource Committee Goals

REPORTS AND INFORMATION

- 9) Business Services Dashboard
- 10) County Report

ADJOURNMENT

In conformity with Government Code section 54957.5, any writing that is a public record, that relates to an item listed on the Agenda, and that will be distributed to all or a majority of the Committee less than 72-hours prior to this meeting (or is distributed at this meeting), will be available for public inspection at the time the writing is distributed. This inspection may be made at the office of the Workforce Development Department, 290 North D Street, 6th Floor, San Bernardino, California 92415, or during this meeting.

The Committee meeting is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or services are needed in order to participate in the public meeting, requests should be made through the Board Secretary at least three (3) business days prior to the Committee meeting. The Board Secretary's telephone number is (909) 387-9862. California Relay Service 711.

This WIOA Title –I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aides and services are available upon request to individuals with disabilities.

**San Bernardino County
Workforce Development Board
Economic Development & Business Resource Committee
Agenda Item**

MEETING DATE: October 12, 2022

ITEM: (5)

SUBJECT: Approve Minutes from April 20, 2022 Economic Development and Business Resource (EDBR) Committee Meeting

PRESENTED BY: Bradley Gates, Director
Workforce Development Department (WDD)

CONSENT X **DISCUSSION** **INFORMATION**

RECOMMENDATION: Approve Minutes from April 20, 2022 EDBR Committee Meeting

BACKGROUND: See attached minutes

**WORKFORCE DEVELOPMENT BOARD
ECONOMIC DEVELOPMENT BUSINESS SERVICES COMMITTEE**

“Pursuant to the Governor’s Executive Order N-29-20, the Committee meeting was held via teleconference and a publicly noticed location was provided for public observation and comment.”

WEDNESDAY, APRIL 20, 2022 – 8:30 AM – 10:00 AM

MINUTES

Attendance:

Members	Present
Cinnamon Alvarez (Chair)	X
Orlando Acevedo	
*Willie Ellison	X
Jimmy Elrod	
Mike Gallo	
*Peggi Hazlett	X
Scott Kuethen	
*Brian Lugo	X
Lina Montes	
Shannon Shannon	X
*Reginald Webb	X
*Public Members	

STAFF TO WDB	Present
Devra Bell	X
Brad Gates	X

OPENING:

- 1) **The Chair called meeting to order** at 8:32 AM
- 2) **Pledge of Allegiance:** Shannon Shannon led the Pledge of Allegiance
- 3) **Introductions:** The Board Secretary took roll call attendance.

PUBLIC COMMENT

- 4) **Comments from the General Public in Attendance** – No public comments made.

CONSENT AGENDA:

- 5) **Approval of Minutes from the January 12, 2022 Economic Development and Business Resources (EDBR) Committee Meeting**

The Chair requested a motion to approve the minutes from the January 12, 2022 meeting. Peggi Hazlett motioned; Shannon Shannon seconded the motion.

Pursuant to Government Code section 54953 (b)(2), a roll call vote was called as follows:

Cinnamon Alvarez, Chair: Aye
Orlando Acevedo: Absent
Willie Ellison: Aye
Jimmy Elrod: Absent
Mike Gallo: Absent
Peggi Hazlett: Aye

Scott Kuethen: Absent
Brian Lugo: Aye
Lina Montes: Absent
Shannon Shannon: Aye
Reginald Webb: Aye

DISCUSSION:

6) Recommend contract award to the Workforce Development Board for HR Hotline Services to California Employers Association for a term of three years with two optional one-year extensions and not to exceed \$150,000 total, \$50,000 per year.

Curtis Compton provided an overview of the The HR Hotline is a non-governmental organization that assists employers obtain recommendations for employee situations. A discussion ensued regarding the do it yourself forms that are made available to the employer. The Chair requested a motion to approve. Peggi Hazlett motioned; Shannon Shannon seconded the motion.

Pursuant to Government Code section 54953 (b)(2), a roll call vote was called as follows:

Cinnamon Alvarez, Chair: Aye
Orlando Acevedo: Absent
Willie Ellison: Aye
Jimmy Elrod: Absent
Mike Gallo: Absent
Peggi Hazlett: Aye
Scott Kuethen: Absent
Brian Lugo: Aye
Lina Montes: Absent
Shannon Shannon: Aye
Reginald Webb: Aye

7) Recommend contract award to the Workforce Development Board for Business Workshops to Build ED, Asociacion de Emprendedoras, Welborn Media, and California Employers Association, each for a term of three years with two optional one-year extensions and each not to exceed \$150,000 total, \$50,000 per year.

Curtis Compton provided an overview of the item and discussed the training and workshops that are made available. A Request for Qualification was issued and they receive 4 proposals. The services have been expanded to include Spanish speaking individuals. The Chair requested a motion to approve. Peggi Hazlett motioned; Shannon Shannon seconded the motion.

Pursuant to Government Code section 54953 (b)(2), a roll call vote was called as follows:

Cinnamon Alvarez, Chair: Aye
Orlando Acevedo: Absent
Willie Ellison: Aye
Jimmy Elrod: Absent
Mike Gallo: Absent
Peggi Hazlett: Aye
Scott Kuethen: Absent
Brian Lugo: Aye
Lina Montes: Absent
Shannon Shannon: Aye
Reginald Webb: Aye

8) Recommend contract award to the Workforce Development Board for Business Improvement Services to Welborn Media, Instructional Access, and California Manufacturing Technology Consulting, each for a term of three years with two optional one-year extensions and each not to exceed \$599,997 total, \$199,999 per year.

Curtis Compton provided an overview of the item. He noted the process improvement is great for businesses with over 10 staff members and helps businesses, whether they are struggling or growing. During the prior contract period, 58 businesses had been served and 708 jobs saved. The Chair requested a motion to approve. Peggi Hazlett motioned; Shannon Shannon seconded the motion.

Pursuant to Government Code section 54953 (b)(2), a roll call vote was called as follows:

Cinnamon Alvarez, Chair: Aye
Orlando Acevedo: Absent
Willie Ellison: Aye
Jimmy Elrod: Absent
Mike Gallo: Absent
Peggi Hazlett: Aye
Scott Kuethen: Absent
Brian Lugo: Aye
Lina Montes: Absent
Shannon Shannon: Aye
Reginald Webb: Aye

9) Recommend contract award to the Workforce Development Board for the Smile Crew Dental Assistant Program to the Riverside County Office of Education, for a term of one year and not to exceed \$40,000

Bradley Gates provided an overview of the item, noting the California Dental Association had identified a shortage of dentists, hygienists etc. and hundreds of individuals are needed to fill current positions. This pilot project will utilize \$40,000 to fund a cohort of 15 individuals to go through a 4-week bootcamp. A Request for Qualification was released and the local training provider will be through the Riverside County Office of Education, as no bids were received from San Bernardino County. The Chair requested a motion to approve. Peggi Hazlett motioned; Brian Lugo seconded the motion.

Pursuant to Government Code section 54953 (b)(2), a roll call vote was called as follows:

Cinnamon Alvarez, Chair: Aye
Orlando Acevedo: Absent
Willie Ellison: Aye
Jimmy Elrod: Absent
Mike Gallo: Absent
Peggi Hazlett: Aye
Scott Kuethen: Absent
Brian Lugo: Aye
Lina Montes: Absent
Shannon Shannon: Aye
Reginald Webb: Aye

WORKSHOP

10) Review Workplan for Economic Development Business Resource Committee Goals

Curtis Compton reviewed the workplan for the EDBR goals that were previously approved by the committee members. Each of the 3 goals has several activities that will be monitored for outcome measurement. A discussion ensued regarding the potential to post apprenticeship positions within the CalJOBS system. It was noted that apprenticeship opportunities can be found online at the Department of Apprenticeship website.

11) Entrepreneurship Training

Bradley Gates provided an overview and noted that Workforce Boards have not done enough around entrepreneurship trainings and asked the committee members for their consideration of supporting this type of training, before issuing a Request for Proposal. A discussion ensued about the need for this type of training and getting the youth involved. This training could also help with soft skill training, as well as economics of running your own business. Further discussions will occur to determine if an Ad Hoc committee should be established to discuss what the type of training this would encompass.

REPORTS/INFORMATION

12) Business Services Dashboard

Curtis Compton provided an overview of the current Business Services Dashboard, which focuses on the primary businesses. He reviewed the information. He showed the members how to obtain the link to the dashboard from the website.

13) Business Services Outreach Support/Chamber Update

Bradley Gates provided an update on the Business Outreach pilot program, which is contracted with 6 organizations. These chambers provide a monthly report, showing the progress they have made, and they are now working together collectively vs. independently. Initially, the progress was slow, but the numbers have gone up significantly during the 2nd quarter.

ADJOURNMENT

The Chair requested a motion to adjourn. Shannon Shannon motioned. Peggi Hazlett seconded the motion. None opposed; motion carried.

Meeting adjourned at 10:08 AM

The next WDB Economic Development and Business Resource Committee meeting is scheduled for Wednesday, July 13, 2022 at 8:30 AM and will be held at the WDD Administration Office, located at 290 North D Street, 6th Floor, San Bernardino, CA 92415.

Devra Bell, WDB Secretary

**San Bernardino County
Workforce Development Board
Economic Development & Business Resource Committee
Agenda Item**

MEETING DATE: October 12, 2022

ITEM: (6)

SUBJECT: Approve Minutes from July 13, 2022 Economic Development and Business Resource (EDBR) Committee Meeting

PRESENTED BY: Bradley Gates, Director
Workforce Development Department (WDD)

CONSENT X **DISCUSSION** **INFORMATION**

RECOMMENDATION: Approve Minutes from July 13, 2022 EDBR Committee Meeting

BACKGROUND: See attached minutes

**WORKFORCE DEVELOPMENT BOARD
ECONOMIC DEVELOPMENT BUSINESS SERVICES COMMITTEE**

WEDNESDAY, JULY 13, 2022 – 8:30 AM – 10:00 AM

MINUTES

Attendance:

Members	Present
Cinnamon Alvarez (Chair)	X
Orlando Acevedo	
*Willie Ellison	
Jimmy Elrod	X
Mike Gallo	
*Peggi Hazlett	
Scott Kuethen	
*Brian Lugo	
Lina Montes	
Shannon Shannon	X
*Reginald Webb	
*Public Members	

STAFF TO WDB	Present
Devra Bell	
Andrew Escobedo	X
Brad Gates	X

OPENING:

- 1) **The Chair called meeting to order** at 8:43 AM
- 2) **Pledge of Allegiance:** Shannon Shannon led the Pledge of Allegiance
- 3) **Introductions:** The Chair started introductions.

PUBLIC COMMENT

- 4) **Comments from the General Public in Attendance** – No public comments made.

CONSENT AGENDA:

- 5) **Approval of Minutes from the April 20, 2022 Economic Development and Business Resources (EDBR) Committee Meeting**

The consent agenda was unable to be passed, due to lack of quorum.

WORKSHOP

- 6) **EDBR Business Process Improvement and Workshop Contractor Presentations**

- **Build ED:** Were unable to attend via Zoom
- **Asociacion de Emprendedoras:** Monica Robles gave an overview of the organization. They train and develop Spanish speaking entrepreneurs. They have helped 860 people total and 120 because of the ETP grant.
- **Welborn Media** – Zeb Welborn gave an overview of the organization. Welborn works with businesses in LEAN, Six Sigma, identifying cashflow issues, and marketing. Their main focus has been online marketing since the times of COVID.

- **California Employers Association** – Kim Guzman gave an overview of the organization. California Employers Association is an HE hotline with a series of workshops. They assist with HR issues for smaller businesses with advice including HR issues, employee retention and marketing
- **Instructional Access** – Dennis Sunny gave an overview of the organization. Founded in 1998. Served over 29,000 students. Recruitment of employees in 5 buckets: Training, onboarding, recruitment, performance/management, and employee retention. They also inspire the next generation to get into STEM fields.
- **California Manufacturing Technology Consulting** – Rosio Leon gave an overview of the organization. Partially funded federally, they strengthen and sustain manufacturing in CA. They focus on small businesses with employees numbering between 25 and 50 employees.

DISCUSSION:

7) Update on Economic Recovery Business Services Outreach Support Project

Bradley Gates provided an overview of the item, noting 6 vendors that were selected with our new pilot program. The project is currently in the 9th month of a one-year contract, with 8 months of data available.

8) County Legislative Platform

Mariann lead the discussion. She went over the County Legislative Platform discussing the priorities they have, to help get bills passed or give letters of supports towards the bills. The State wishes to improve broadband capabilities, improve pandemic response and recovery, increase access to housing near the resident's workplace, reducing homelessness through essential services and housing, and addressing behavioral and mental health issues among the homeless. The position's policy statements which shows their focus is support for workforce development, economic development, equity, governance and finance operations, and local control. The question was put to the Board if they want us to champion an addition to assist economic development and business relations

REPORTS/INFORMATION

9) Workplan for Economic Development Business Resource Committee Goals

Curtis Compton reported on progress for an upcoming job fair; construction and training center in Ontario tour and the tracking of successes and on the job trainings (OJT).

10) Business Services Dashboard

Curtis Compton noted the Business Services Dashboard is available through the website. He noted the OJT process had a spike early in the year but dropped off in June.

ADJOURNMENT

The Chair adjourned the meeting at 10:26 AM

The next WDB Economic Development and Business Resource Committee meeting is scheduled for Wednesday, October 12, 2022 at 8:30 AM and will be held at the WDD Administration Office, located at 290 North D Street, 6th Floor, San Bernardino, CA 92415.

Devra Bell, WDB Secretary